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10 SEP 1963

Executive Registry

63-7465

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MEMORANDUM FOR: Deputy Director of Central Intelligence

THROUGH : Deputy Director (Support)

1 OCT 1963

SUBJECT : Proposed Fitness Reports

1. This memorandum suggests action on the part of the Deputy Director of Central Intelligence. This action is contained in paragraph 4.

2. The concern you expressed to the Deputy Directors regarding the need for improving performance of supervisors in preparing timely and properly prepared Fitness Reports and our recent actions taken in regard to these problems have produced encouraging results. This Office and the Personnel Advisory Board are now proposing steps to be taken to achieve the third major objective of our fitness reporting improvement program--to improve the quality and integrity of Fitness Reports and to bring about a high degree of consistency in the application of the rating standards in the Fitness Report form.

3. The attached headquarters notice were prepared for the purpose of calling the attention of supervisors and officials with fitness reporting responsibilities to the "Fitness Report Guide" attached to the notices. This guide is designed to assist supervisors and reviewing officials in the application of our rating standards and to emphasize the significance of their narrative comments in the report. It was submitted to and approved by the Personnel Advisory Board.

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4. The attached notices have been prepared for your signature. The members of the Board feel that a statement from you emphasizing the need for improving the validity and consistency of Fitness Reports will help immeasurably in educating and inducing rating officials to develop more meaningful evaluations of personnel under their jurisdiction. We, therefore, recommend your approval and signature of the attached notices.

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Acting Director of Personnel

Attachments: A/S

Distribution:

Orig - DCI/DD/Sen
 1 - DCI
 1 - DCI
 1 - DD/S
 X - D/Pers
 1 - Ex Sec/PAB

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GROUP 1
 Excluded from automatic
 downgrading and
 declassification

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OP/PRS: sab (6 September 1963)